

Employee Handbook



National Institute of Allergy and Infectious Diseases
National Institutes of Health



1 Foreword

One of the 24 Institutes and Centers of the National Institutes of Health (NIH), the National Institute of Allergy and Infectious Diseases (NIAID) conducts and supports scientific research on infectious and immunologic diseases. The goals of this research are to better understand mechanisms of disease, improve diagnosis and treatment, and develop vaccines to prevent conditions that significantly impact public health.

To accomplish its goals, NIAID carries out a wide range of basic, applied, and clinical investigations within its own laboratories, and supports scientists at universities and other research institutions in the United States and abroad through grants, contracts, and cooperative agreements.

NIAID research encompasses infectious diseases such as human immunodeficiency virus (HIV)/acquired immunodeficiency syndrome (AIDS), tuberculosis, sexually transmitted diseases, malaria, and influenza; immunologic diseases including asthma, allergies, and immunodeficiency diseases; and transplantation immunology.

NIAID employs over 1,300 staff members at several locations: the NIH campus in Bethesda, Maryland; laboratories in Rockville and Frederick, Maryland; and laboratories at the Rocky Mountain facility in Hamilton, Montana.

This Orientation Handbook will help you understand how NIAID is organized and how the many components of NIH work. Specifically, it

provides new employees with general information on paychecks, annual and sick leave, holidays, health benefits, retirement programs, personal services, NIH shuttle service, libraries, and more.

I hope that you will find this handbook both informative and useful. Best wishes as you begin your career at NIAID.



Anthony S. Fauci, M.D.
Director
NIAID



2 *National Institutes of Health (NIH)*

NIH is one of the major operating agencies of the Department of Health and Human Services (DHHS). NIH is the Federal Government's primary agency for biomedical research. Through its intramural and extramural programs, NIH conducts and supports research to uncover new knowledge that will lead to better health for everyone. Intramural research is conducted by NIH staff members located at the Bethesda campus and at other NIH installations in the United States and abroad. The extramural program comprises research supported by NIH grants and contracts awarded to non-Federal institutions, universities, medical schools, and hospitals throughout the country and abroad. Although the NIH campus in Bethesda covers an impressive 306 acres and employs more than 15,000 people, the intramural program represents only a small percentage of the total scientific activity

supported by NIH. Approximately 80 percent of the funds appropriated by Congress to NIH are allocated to the extramural programs.

The names of the Institutes and Centers (ICs) reflect the organization of NIH's research into specific categories of diseases and disorders, and support for that research. They are:

Office of the Director (OD)
National Institute on Aging (NIA)
National Institute on Alcohol Abuse and Alcoholism (NIAAA)
National Institute of Allergy and Infectious Diseases (NIAID)
National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS)
National Cancer Institute (NCI)
National Institute of Child Health and Human Development (NICHD)
National Institute of Mental Health (NIMH)
National Institute of Deafness and Other Communication Disorders (NIDCD)

National Institute of Dental Research (NIDR)
National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK)
National Institute of Environmental Health Sciences (NIEHS)
National Eye Institute (NEI)
National Institute of General Medical Sciences (NIGMS)
National Heart, Lung, and Blood Institute (NHLBI)
National Institute of Neurological Disorders and Stroke (NINDS)
National Library of Medicine (NLM)
National Human Genome Research Institute (NHGRI)
National Institute of Nursing Research (NINR)
National Institute on Drug Abuse (NIDA)
National Center for Research Resources (NCRR)
John E. Fogarty International Center (FIC)
Warren Grant Magnuson Clinical Center (CC)
Center for Information Technology (CIT)
Center for Scientific Review (CSR)

3 *National Institute of Allergy and Infectious Diseases (NIAID)*

NIAID is the lead Federal organization that conducts and supports scientific research on infectious and immunologic diseases. The goals of this research are to delineate pathogenesis, improve diagnosis and treatment, and develop vaccines to prevent these diseases, many of which significantly affect public health. To accomplish its goals, NIAID carries out a wide range of basic, applied, and clinical investigations within its own laboratories and provides research grant, contract, and cooperative agreement support to scientists at universities and other research institutions across the country and the world. For additional information, employees may also access the NIAID Internet Homepage at www.niaid.nih.gov.

Office of the Director (OD), 301-496-2263

The Director of NIAID, Anthony S. Fauci, M.D., provides leadership and direction to the many and varied activities of the Institute's intramural and extramural programs. He is assisted in this endeavor by staff

who coordinate the functional areas of the OD.

The OD, NIAID, provides policy guidance, program development and evaluation, and overall operational and administrative coordination for the Institute. The OD is the focal point of relationships with the Director of the National Institutes of Health (NIH), as well as other Government agencies, Congress, professional societies, voluntary health agencies, and other public groups. The OD comprises many organizations with varying responsibilities. They provide critical management and administrative support to the Institute, as follows:

- Equal Employment Opportunity Office, 301-496-1012, advises and guides NIAID's key leaders on the principles, practices, laws, regulations, and policies of the Federal Equal Employment Opportunity, Affirmative Action, Civil Rights, and minority programs.
- Office of Policy Analysis, 301-496-5318, provides overall planning and policy guidance and legislative outreach and support.
- Office of Financial Management, 301-496-3120, provides overall financial management and budget analysis to the Director of the Institute.
- Office of Technology Development, 301-496-2644, administers the Institute's activities regarding technology transfer including Cooperative Research and Development Agreements, Material Transfer Agreements, and related matters.
- Office of Technology Information Systems, 301-496-8219, provides all data processing and local area network support for NIAID. Moreover, the Office provides training and consultative services for systems development and application support for most NIAID computer database applications.

- Office of Human Resources Management, 301-496-4634 or 301-402-0957, provides central human resource services for the executive staff, Institute management, employees, and applicants. These services encompass recruitment and staffing, position management and classification, pay and compensation, employee benefits, employee relations, and employee development.

- Office of Administrative Services, 301-496-4846, helps NIAID staff members carry out their jobs by providing management support and administrative and acquisition management services.

- Office of Communications and Public Liaison, 301-496-5717, provides information about the goals and results of NIAID's research programs. In addition to responding to more than 25,000 requests for information annually, the Office plans educational and media campaigns; develops and disseminates brochures, fact sheets, press releases, and audiovisual products; and produces educational exhibits for national and regional meetings.

- Office of Clinical Research, 301-496-7196, manages and coordinates those NIAID research programs conducted in the Warren Grant Magnuson Clinical Center, which is located on the NIH Bethesda campus. The Office promotes interactions and collaborations between intramural and extramural investigators and oversees NIAID's Institutional Review Board (IRB). The IRB provides initial and continuing review of intramural clinical research protocols to protect the welfare of human subjects recruited to participate in biomedical or behavioral research. The Office provides relevant information from NIAID's clinical research programs to the NIH community and other Government agencies as well as to public and private organizations.

- Office of Research on Minority and Women's Health, 301-496-8697, supports the Institute's efforts in promoting research that is responsive to the health care needs of a diverse population. In addition, the Office serves as a focal point for activities focused on minority and women's health research carried out through the Institute's divisions.

Division of Acquired Immunodeficiency Syndrome (DAIDS), 301-496-0545

DAIDS was formed in 1986 to address the national research needs created by the advent and spread of the human immunodeficiency virus (HIV)/acquired immunodeficiency syndrome (AIDS) epidemic. DAIDS ensures that federally supported scientific investigation of HIV infection is focused on the most critical biomedical research issues.

Specifically, the mission of DAIDS is to increase basic knowledge of the pathogenesis, natural history, and transmission of HIV disease and to promote progress in its detection, treatment, and prevention. DAIDS accomplishes this through planning, implementing, and evaluating programs in:

- 1) fundamental basic and clinical research,
- 2) discovery and development of therapies for HIV infection and its complications,
- 3) discovery and development of vaccines and other preventive interventions, and
- 4) training of researchers in these activities.

An extramural portfolio of grants and contracts addresses research in these areas.

Division of Allergy, Immunology, and Transplantation (DAIT), 301-496-1886

DAIT focuses on the immune system as it functions in the maintenance of health and as it malfunctions in the production of disease. There is increasing recognition of the important role of the immune system in numerous diseases, including traditional congenital diseases, such as severe combined immune deficiency as well as acquired immunodeficiency diseases (other than AIDS); asthma and allergic diseases, such as hay fever and contact dermatitis; autoimmune diseases, such as insulin-dependent diabetes mellitus and systemic lupus erythematosus; and acute and chronic inflammatory disorders.

DAIT supports basic and clinical research to enhance the understanding of the causes and mechanisms that lead to the development of immunologic diseases and to generate an expanded knowledge base that can be applied to the development of improved measures of diagnosis, treatment, and prevention. Because allergic diseases, including asthma, are currently among the major causes of illness and disability in the United States, the cause, pathogenesis, diagnosis, treatment, and prevention of allergic diseases are an important focus of DAIT.

DAIT supports research in both basic and clinical immunology. Basic immunology investigations provide the basis for clinical strategies and biotechnical applications. Clinical immunology studies are focused on a broad spectrum of diseases, including those affecting the joints, the nervous system, and the endocrine system.

Support is also provided for research in genetics and transplantation to clarify the organization and the mechanisms of expression of the genes on which immune function depends, to characterize the protein products of the genes, to determine the manner in which these gene products condition the responses to foreign antigens, and to develop and facilitate engraftment of transplanted organs and tissue.

Division of Microbiology and Infectious Diseases (DMID), 301-496-1884

DMID supports extramural research to control and prevent diseases caused by virtually all infectious agents except HIV. DMID supports a wide spectrum of projects spanning basic biomedical research (such as studies of microbial physiology and antigenic structure) to applied research (including the development of diagnostic tests and the conduct of clinical trials to evaluate experimental drugs and vaccines).

Research areas include basic bacteriology and mycology, virology, and biochemical, genetic, and immunologic approaches. An area of particular focus is emerging infectious diseases. Examples include hepatitis C, ehrlichiosis, group A streptococci, and multidrug-resistant tuberculosis.

DMID, by supporting a broad spectrum of research in infectious diseases, has the capacity to focus the research agenda in order to understand the epidemiology, pathogenesis, and microbiology of emerging infectious diseases and ultimately to develop mechanisms to control and prevent them.

DMID also supports numerous efforts aimed at developing more effective diagnostic tools for infectious diseases. Examples include diagnostic tests for sexually transmitted diseases, deoxyribonucleic-acid (DNA)-based diagnostics for leishmaniasis, and polymerase chain reaction for the diagnosis of neonatal herpes simplex virus.

Additionally, DMID maintains a drug development program that supports research at three levels: drug discovery (accomplished by screening and by targeted molecular research), preclinical evaluation (in animal models of human infections), and clinical trials (evaluation of new therapies).

Division of Extramural Activities (DEA), 301-435-3645

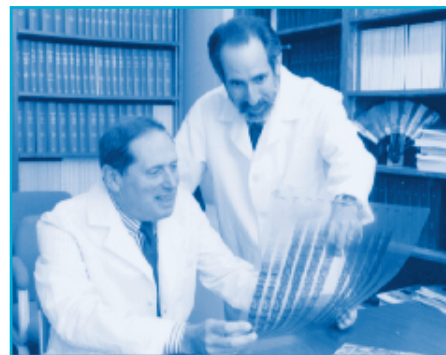
DEA serves NIAID's extramural research community and the Institute in several key areas: overseeing policy and management for grants and contracts, managing NIAID's research training program, and conducting initial peer review for projects initiated by the Institute. DEA also provides broad policy guidance to Institute management and oversight of all NIAID's chartered committees. The Office of the Director, DEA, leads trans-Institute initiatives and has been a driving force behind NIH reinvention experiments. DEA staff members interact intensively with grantees, contractors, reviewers, Council members, and applicants, as well as with staff of the other NIAID extramural divisions.

Grants Management Specialists in DEA's Grants Management Branch help investigators with business-related questions, such as what costs are allowable and how to formulate a budget for a grant application. Contract Specialists manage the administrative aspects of NIAID's research and development contract portfolio. They help develop requests for proposals, negotiate the technical and business aspects of proposals, and select the offeror. The Scientific Review Program (SRP)

conducts peer reviews of NIAID's contract proposals and grant applications that address projects initiated by the Institute. The Office of Management and Operations develops and assesses management systems for extramural program initiatives and coordinates scientific collaborations and interactions with other NIH components. The Committee Management Office oversees the legal and policy requirements for NIAID's chartered committees including the National Advisory Allergy and Infectious Diseases Council, which meets three times each year; the Board of Scientific Counselors; and Special Emphasis Panels.

Division of Intramural Research (DIR), 301-496-3006

DIR conducts all of the in-house research undertaken by the Institute. DIR is composed of 16 laboratories and 3 branches located in Bethesda, Maryland, and Hamilton, Montana, involved in scientific research programs that cover a wide range of disciplines in basic medical research relating to immunology, allergy, and infectious diseases. This includes the subdisciplines of virology, microbiology, biochemistry, parasitology, epidemiology, mycology, molecular biology, immunology, immunopathology, and immunogenetics. In addition,



DIR supports a large clinical effort to conduct patient-centered research in allergy and immunology and infectious diseases. DIR also supports an animal care program, which is responsible for maintaining the extensive in-house animal breeding and holding facilities.

DIR provides many laboratory and clinical research training opportunities for young physicians and scientists who then may go on to positions of scientific leadership in universities across the country. The Division and its staff of outstanding scientists and physicians have received national and international recognition. Many members of the past and current staff have been elected to the National Academy of Sciences and have earned prestigious awards for their contributions to science.

4 *Important Events in NIAID's History*

Chronology

- 1948 NIAID's predecessor, the National Microbiological Institute, was established with Victor H. Haas, M.D., as Director. It incorporated the Rocky Mountain Laboratory (RML) in Hamilton, Montana, and the Biologic Control Laboratory on the National Institutes of Health (NIH) campus in Bethesda, Maryland, both dating from 1902, as well as the Division of Infectious Diseases and the Division of Tropical Diseases of NIH.
- 1951 The Extramural Research Program was initiated to administer research, research training, and fellowship grants.
- 1953 The Laboratory of Clinical Investigation was established.
- 1955 The National Microbiological Institute was renamed the National Institute of Allergy and Infectious Diseases, with Dr. Haas remaining as Director.
- 1956 The National Advisory Allergy and Infectious Diseases Council held its first meeting.
- 1957 The Laboratory of Immunology was established to conduct research on the mechanisms of allergy and immunology.
- Justin M. Andrews, Sc.D., was appointed Director of NIAID.
- NIAID and the Walter Reed Army Institute of Research jointly established the Middle America Research Unit as a temporary field station in the Canal Zone. It became permanent in 1961, and important studies on tropical diseases were conducted there for 15 years. NIAID transferred its portion of the program to the Gorgas Memorial Institute in 1972.
- 1959 The Laboratory of Parasitic Diseases was established.
- 1962 A collaborative research program funded mainly by contracts was established within NIAID to plan, coordinate, and direct nationwide projects on infectious diseases, vaccine development, transplantation immunology, research reagents, and antiviral substances.
- The Vaccine Evaluations Units were initiated to facilitate testing of vaccines for safety and effectiveness under controlled conditions.
- 1964 Dorland J. Davis, M.D., D.P.H., was appointed Director of NIAID.
- 1967 The Laboratory of Viral Diseases was established.
- 1968 Two additional programs were transferred to NIAID's Geographic Medicine Branch. These were (1) the U.S.-Japan Cooperative Medical Science Program, initiated in 1965 by the President of the United States and the Japanese Prime Minister to explore the health problems of Asia, and (2) the

- International Centers for Medical Research and Training, a 1960 congressional initiative to advance the status of U.S. health sciences through international research.
- 1969 The Laboratory of Microbial Immunity was established.
- 1971 The first seven Asthma and Allergic Disease Centers were established to encourage close coordination between clinical investigators, who treat individuals with allergies, and scientists, who study fundamental concepts of immunology, genetics, biochemistry, and pharmacology.
- 1972 NIAID initiated the Collaborative Antiviral Study Group to focus on rare herpes virus infections that may not provide sufficient economic incentive to encourage aggressive industrial investment.
- 1974 The first Sexually Transmitted Diseases Research Units were established, as were research centers for the study of influenza.
- 1975 Richard M. Krause, M.D., was appointed Director of NIAID.
- 1977 The NIAID Extramural Research Program was reorganized into three separate programs: Microbiology and Infectious Diseases, Immunology and Allergic and Immunologic Diseases, and Extramural Activities.
- An intramural Laboratory of Immunogenetics was formed.
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- 1978 The first maximum containment facility (P4) for recombinant deoxyribonucleic acid (DNA) research opened in Frederick, Maryland. International program project grants and international exploratory/development research grant programs were established.
- The Centers for Interdisciplinary Research on Immunologic Diseases were established to accelerate the application of emerging basic knowledge of the immune system to clinical studies on asthma, allergic disorders, and immunologic diseases.
- 1979 The Office of Recombinant DNA Activities was transferred to NIAID.
- The RML was reorganized into three units: the Epidemiology Branch; the Laboratory of Persistent Viral Diseases, to study host and viral mechanisms leading to slow or persistent viral infections; and the Laboratory of Microbial Structure and Function, directed at bacterial diseases, particularly sexually transmitted diseases.
- 1981 The Laboratory of Molecular Microbiology was created to explore new techniques in recombinant DNA methodology and other molecular studies to expand NIAID's interests in both bacterial and viral pathogenesis and virulence.
- The Laboratory of Immunoregulation was established to apply new knowledge about immunology to the diagnosis and treatment of patients with immunologic disorders.

1983 The Multicenter AIDS Cohort Study (MACS) was established to identify the etiology of acquired immunodeficiency syndrome (AIDS). The MACS is a longitudinal study of human immunodeficiency virus (HIV) infection in approximately 5,000 homosexual and bisexual men.

1984 The Office of Tropical Medicine and International Research was established.

Anthony S. Fauci, M.D., was appointed Director of NIAID.

1985 The Laboratory of Immunopathology was established.

1986 The extramural AIDS Program was established to coordinate national research on the epidemiology, pathogenesis, prevention, and treatment of AIDS.

The AIDS Clinical Trials Group was initiated to conduct collaborative clinical trials of experimental therapies in persons infected with HIV.

The National Cooperative Drug Discovery Group—AIDS Program was initiated to encourage collaborative research among scientists from academia, industry, and

Government to discover and develop new therapies for HIV diseases and HIV-related opportunistic infections.

The Laboratory of Cellular and Molecular Immunology was established.



1988 Dr. Fauci was named the NIH Associate Director for AIDS Research and Director of the NIH Office of AIDS Research.

1989 NIAID's major programs were designated as Institute divisions. These were the Division of Intramural Research (DIR); the Division of Microbiology and Infectious Diseases (DMID); the Division of Allergy, Immunology, and Transplantation (DAIT); the Division of Acquired Immunodeficiency Syndrome

(DAIDS); and the Division of Extramural Activities (DEA).

The AIDS Research Advisory Committee (ARAC), which was mandated by the 1988 HOPE legislation, was established. The Committee was charged with advising the Director, NIAID, and the Director, DAIDS, and making recommendations about all aspects of research on HIV and AIDS insofar as they related to the mission of NIAID.

The Basic Research and Development Program and the Treatment Research Program were established within DAIDS.

1990 The Laboratory of Intracellular Parasites was established within DIR.

1991 The Laboratory of Host Defenses was established within DIR.

The Clinical Research and Treatment Research Operations Programs were established within DAIDS.

NIAID established the International Centers for Tropical Disease Research to

encompass Institute-supported intramural and designated extramural parasitology and tropical disease research.

1992 The Vaccine Trials and Epidemiology Branch was established within DAIDS.

The Laboratory of Malaria Research was established within DIR.

1993 The Scientific Review Program was established within DEA.

1994 The Office of Research on Minority and Women's Health was created to establish Institute-wide goals for minority and women's research and training programs and for the coordination and development of these programs.

The Vaccine and Prevention Research Program, the Basic Sciences Program, and the Therapeutics Research Program were established within DAIDS.

The Laboratory of Molecular Structure was established within DIR.

1995 The Laboratory of Allergic Diseases was established

within DIR to conduct research on the pathogenesis of allergic and immunologic inflammation.

1996 The Office of Clinical Research was established within the Office of the Director to develop, implement, and evaluate policies and practices related to the conduct of human subjects research within NIAID.

1997 The Vaccine Research Center (VRC) was established. The goal of the Center is to develop an AIDS vaccine within 10 years. The Center is a joint venture with the National Cancer Institute.

NIAID Director

Anthony S. Fauci, M.D., became the Director of NIAID in November 1984. Dr. Fauci was born in Brooklyn, New York, on December 24, 1940. He received his undergraduate degree from Holy Cross College in 1962 and his medical degree from Cornell University Medical College in 1966. He completed an internship and residency at Cornell Medical Center in New York City and joined NIAID in 1968 as a clinical associate in the Laboratory of Clinical Investigation.



In 1977, Dr. Fauci was named NIAID Deputy Clinical Director, and in 1980, he became Chief of the Laboratory of Immunoregulation, a post he continues to hold. From 1988 to 1994, Dr. Fauci was the NIH Associate Director for AIDS Research and Director of the NIH Office of AIDS Research. Through the years, Dr. Fauci has served as visiting professor at medical centers throughout the country. He has delivered many major lectures all over the world and is the recipient of numerous prestigious awards for his scientific accomplishments.

Dr. Fauci is a member of the National Academy of Sciences, the Institute of Medicine, the American Academy of Arts and Sciences, and the Royal Academy of Medicine of Barcelona, as well as a number of other professional societies and editorial boards.

General Information at a Glance

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| Types of Employment | There are two types of employment in the Federal Service: competitive and excepted. |
| Types of Appointments | The Federal Government hires employees for career-conditional, career, temporary, term, and indefinite appointments. Each appointment carries specific terms and benefits. |
| Types of Work Schedules | The Federal Government utilizes three types of work schedules: full-time, part-time, and intermittent. |
| Probationary/Trial Period | Most new Federal employees serve a 1-year probationary/trial period. |
| Official Personnel Folder | An Official Personnel Folder (OPF) is established to retain all official records of an employee's Federal employment. |
| SF 50, Notification of Personnel Action | The standard form (SF) 50 is used to notify the employee and payroll office of a personnel action, record the action in the OPF, and provide a chronological record of personnel actions that have occurred. |
| Position Classification | The position classification system provides for "equal pay for substantially equal work." |
| Performance Appraisal | Federal employees are rated on their performance each year. Promotions, training, awards, pay increases, and other personnel actions are influenced by these appraisals. |
| Disciplinary and Adverse Actions | Personnel actions may be taken against an employee based on job performance deficiencies or misconduct. |
| Grievances | Civil service employees may use established agency procedures for filing grievances concerning issues of dissatisfaction to them. |
| Secondary Employment | Secondary employment outside the National Institute of Allergy and Infectious Diseases (NIAID), with or without compensation, may be authorized under certain circumstances. |
| Promotion and Internal Placement | Promotion and internal placement opportunities are publicized and positions are filled in accordance with the National Institutes of Health (NIH) Merit Promotion Plan. |
| Reinstatement to Federal Service | A former career or career-conditional Federal employee may be reappointed in the Federal Service noncompetitively. |

Types of Employment

There are two types of employment in the Federal Service, competitive and excepted:

- **Competitive** — Service based on selection from a competitive examination register of eligibles or direct-hire authority.
- **Excepted** — Service in the Federal Government that is not covered by the competitive employment process.

Types of Appointments

The Federal Government hires employees for career-conditional, career, temporary, term, and indefinite appointments. In addition, the Department of Health and Human Services utilizes the Public Health Service (PHS) Commissioned Corps.

- **Career-conditional** — Competitive service permanent appointment given to an employee who has not completed 3 years of substantially continuous, creditable Federal Service.
- **Career** — Competitive service permanent appointment given to an employee who has completed 3 substantially continuous, creditable years of Federal Service.
- **Temporary** — Time-limited appointments totaling no more than 2 years, made in increments of 1 year or less.
- **Term** — Time-limited appointments totaling no more than 4 years, with an initial appointment of more than 1 year.

- **Indefinite** — Nonpermanent appointments without time limitation that may be subject to special program requirements.

The PHS Commissioned Corps is one of the seven uniformed services of the United States and was created in 1889 to meet the need for a highly trained and skilled force of health professionals to guard the health of the Nation. The Commissioned Corps is an all-officer organization with rank, salary, and benefits corresponding to the officer appointments of the other uniformed services.

If you have questions about any types of appointments, contact your personnel representative.



Types of Work Schedules

The Federal Government utilizes three types of work schedules:

- **Full-time** — Service performed 40 hours per week on a prearranged, scheduled tour of duty.
- **Part-time** — Service performed less than full-time and for a specific number of hours (usually 16-32 per week) on a prearranged, scheduled tour of duty.
- **Intermittent** — Service performed on an irregular basis for which there is no prearranged, scheduled tour of duty.

Probationary/Trial Period

Most new employees serve a 1-year probationary/trial period, during which the employee's conduct and on-the-job performance are evaluated by the supervisor. If conduct and performance are determined to be acceptable, the supervisor will recommend that the employee be retained. If, however, the conduct

and/or performance is determined to be unacceptable, the employee's appointment may be terminated after the employee receives written notification of the reason(s) for the action.

Employees on temporary or certain excepted appointments do not serve a probationary/trial period and may have their appointments terminated at any time for cause.

Official Personnel Folder (OPF)

An OPF is established to retain all official records of an employee's Federal employment. Employees may review their OPF with the assistance of a personnel representative. Documents may be photocopied

upon request, but may not be removed.

OPFs transfer with employees from one Federal agency to another. When an employee leaves the Federal Government, the folder is sent for indefinite retention to the Federal Records Center in St. Louis, Missouri. If the employee returns to the Civil Service, the folder is requested from the Federal Records Center and any new records are incorporated into the OPF.

SF 50, Notification of Personnel Action

The standard form (SF) 50 is used to notify the employee and payroll office of any personnel action, record the action in the OPF, and provide a chronological record of actions that have occurred. Employees should maintain their own copies of these documents.

Position Classification

Positions are classified by title, occupational series, and grade level. Position classification involves evaluating the duties and responsibilities of each position according to classification standards published by the U.S. Office of Personnel Management. The underlying principle of this process is “equal pay for substantially equal work,” which is based on the evaluation of the position, not the person occupying the position.

Performance Appraisal

The NIH has a system for the annual appraisal of employee job performance through the Employee Performance Management System

(EPMS). The EPMS applies to permanent and temporary NIH employees, including general schedule and wage grade employees. Some employees are not covered by the EPMS, such as those appointed as special experts/consultants, fellows, and certain employees with time-limited appointments. Employees in the Senior Executive Service are covered by a separate performance system.

The annual appraisal of employee job performance is based on acceptable or unacceptable performance. Employees must perform all job standards at an acceptable level as defined in the EPMS Plan to receive an “acceptable” rating. The rating period is normally from January 1 to December 31. However, new employees are placed on a plan within 30 days of employment. Midway through the appraisal period, supervisors conduct a progress review. At the end of the performance appraisal period, supervisors conduct the final evaluation. A copy of the performance appraisal is given to the employee and the original is sent to the Office of Human Resources Management (OHRM).

An acceptable rating is necessary to advance within the Federal Government. Ratings also affect other areas of employment, such as receipt of within-grade increases, awards, training, reassignments, reductions in force, and retention in the Federal Service.

Disciplinary and Adverse Actions

A supervisor may take action against an employee based on either performance-related deficiencies or misconduct. These actions range from a reprimand to removal from Federal Service.

If a disciplinary or adverse action is proposed, the employee must be given a written notice of the reasons for the action and, in some cases, may be allowed reasonable time to file an oral or written response.

For more information, consult your personnel representative.

Grievances

A grievance is a formal complaint by an employee regarding a matter that has caused the employee dissatisfaction and for which the employee seeks relief.

Secondary Employment

Secondary employment outside NIAID, with or without compensation, may be authorized provided the following requirements are met:

- 1) Completion and approval of an HHS Form 520, Request for Approval of Outside Activity.
- 2) Secondary employment does not adversely affect the performance of the employee's official duties.
- 3) Secondary employment must not discredit the Federal Government.

- 4) Secondary employment does not create either a real or an apparent conflict of interest.
- 5) Secondary employment may not be conducted during official work hours or through the use of Federal Government resources.

Promotion and Internal Placement

NIAID — Promotion and employment opportunities within NIAID are publicized through the NIAID Office of Human Resources Management (OHRM). Vacancy announcements are updated weekly and can be found at three sites: Building 31, 7th floor; Internet at www.niaid.nih.gov; and in a public folder on NIAID's electronic mail system.

NIH — Promotion and employment opportunities within NIH are publicized through the NIH OHRM. Vacancy announcements are published weekly in the NIH Vacancy Listing. This listing may be obtained at any of the three sites listed above. In accordance with the NIH Merit Promotion Plan, NIAID and the NIH are committed to open and fair competition principles in filling positions.

Reinstatement to Federal Service

A former career or career-conditional Federal employee may be reappointed in the Federal Service noncompetitively, that is, without getting on a Civil Service list of eligibles again. Reinstatement is a privilege, not a right to which former employees are entitled.

There is a 3-year limit on noncompetitive reinstatement of former employees who are not entitled to veterans' preference and who have not completed the service requirement for career tenure. Previous Federal employees who are not eligible for reinstatement may reenter the Civil Service through competitive procedures. There is no time limit for noncompetitive reinstatement of former employees who are entitled to veterans' preference and former nonveteran employees who have completed the service requirement for career tenure (3 years). However, while considering reinstatement eligibility of former employees, the NIAID must also comply with the NIH Merit Promotion Plan to determine the requirement for internal competition.

Pay at a Glance

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| Payday | Paydays are every other Tuesday and cover 2 administrative work weeks. Pay is received 10 calendar days after the pay period ends. |
| Pay Increases | Employees may receive pay increases through annual pay adjustments and/or within-grade increases. |
| Premium Pays | Premium pays are earned for work with a regularly scheduled tour of duty during night, weekend, or holiday hours. |
| Direct Deposit | Employees are required to use direct deposit. |
| Timekeeper | Timekeepers maintain records of employees' use of time, leave, and pay. |
| Employee Express | Employee Express is a computer-based system for initiating payroll and personnel actions. |
| HRIBS | The Human Resources Information and Benefits System (HRIBS) is a Web-based system for accessing an employee's pay and personnel information. |

Payday

Employees are paid every other Tuesday. Pay covers 2 administrative work weeks, which is 1 full pay period. Pay periods begin on a Sunday and end 2 weeks later on a Saturday. As an example, an employee entered on duty during a pay period that began Sunday, October 14, and ended Saturday, October 27. The pay for this pay period was received on Tuesday, November 6 (10 calendar days after the pay period ended).

Annual Pay Increase

Congress usually grants pay increases for general schedule and wage-grade employees. The Director, National Institutes of Health (NIH), has authority to grant pay adjustments for employees in other appointment mechanisms used by the NIH (e.g., Special Expert,

Research Fellow, Clinical Fellow, Staff Scientist, etc.).

Within-Grade Increase

Within-grade increases (WIGI), also known as "step increases," are pay increases received by Federal employees. Generally, employees who are not at the highest step of their grade are entitled to receive the within-grade raise authorized for the next step of their grade if they have completed the required waiting period, received an acceptable rating for their most recent performance appraisal period, and did not receive an equivalent increase during the waiting period (i.e., promotion). Waiting periods for within-grade increases for all general-schedule grades are:

To steps 2, 3, and 4:
52 calendar weeks.

To steps 5, 6, and 7:
104 calendar weeks.

To steps 8, 9, and 10:
156 calendar weeks.

Waiting periods for within-grade increases for the Federal wage system (wage grade, wage leader, and wage supervisor) are:

To step 2: 6 months.
To step 3: 1½ years.
To steps 4 and 5: 2 years.

Permanent or term employees with full-time, part-time, or intermittent work schedules are eligible for step increases. Temporary wage-grade employees also are eligible for WIGIs. Temporary general-schedule employees are ineligible for WIGIs. All employees on other appointments (such as Fellows, Special Experts, employees in the Senior

Executive Service, etc.) are also ineligible for WIGIs, but may receive other annual increases based on performance.

Premium Pays

Employees are entitled to premium pay if their regularly scheduled tour of duty includes hours on a week-end, at night, or on a holiday. These premium-pay hours include the following:

Night-Differential Pay

General Schedule Employees.

When the majority of an employee's regularly scheduled tour of duty is between 6 p.m. and 6 a.m., the employee is entitled to basic pay plus night-differential pay, which is 10 percent of basic pay.

Wage-Grade Employees. When the majority of an employee's regularly scheduled tour of duty is between 3 p.m. and midnight, the employee is entitled to basic pay plus night-differential pay, which is 7.5 percent of basic pay.

When the majority of an employee's regularly scheduled tour of duty is between 11 p.m. and 8 a.m., the employee is entitled to basic pay plus night-differential pay, which is 10 percent of basic pay.

Sunday-Premium Pay

Full-time general schedule and wage-grade employees whose regularly scheduled tours of duty require them to work on a Sunday

are entitled to basic pay plus Sunday-premium pay, which is 25 percent of basic pay.

Holiday Pay

Full-time general schedule and wage-grade employees whose regularly scheduled tours of duty require them to work on a holiday are entitled to basic pay plus holiday-premium pay, which is 100 percent of basic pay.

Direct Deposit

Direct deposit of pay is required for Federal employees. Employees must designate direct deposit institutions within the first 5 days of employment. The U.S. Department of the Treasury automatically credits financial institutions with employees' net pay.

Timekeeper

Timekeepers maintain records of employees' use of time and leave. Employees are responsible for requesting approval for use of leave (by completing an SF 71, Request for Leave) from their supervisors and for supplying supporting documentation, when requested. The supervisor then provides leave slips and supporting documentation to the timekeeper. The timekeeper is responsible for ensuring the electronic transfer of this information to the DHHS Payroll Office.

Employee Express

Employee Express is a computer-based administrative system that gives employees direct control over some of their payroll and personnel actions, without using forms or the mail system. With Employee Express, employees can:

- Change Federal tax withholding
- Change State tax withholding
- Change direct deposit of pay
- Change/start/end financial allotments
- Change home address
- Make Federal Employees Health Benefits changes
- Make Thrift Savings Plan fund changes
- Change personal identification number (PIN).

To access the system, employees need a PIN, which they will receive in the mail shortly after the start of employment with NIAID. The following methods are available to access the system:

Phone

Any touch-tone phone can be used by calling 1-912-757-3088, 1-800-573-0940, or TDD 1-912-757-3117.

Kiosks

Special touch screen computers can be used. Kiosks are located in Building 31 (A- and C-wing lobbies); Building 10 (second floor cafeteria); Building 38A (cafeteria level); Executive Plaza South (lower level); Parklawn (A-wing lobby); Frederick Cancer Research and Development Center (FCRDC) (Building 426 cafeteria), Frederick, Maryland; the Gerontology Research Center (GRC) (main lobby), Baltimore, Maryland; Rockledge 2 (credit union); and the National Institute of Environmental Health Sciences (NIEHS) (Building 101 mall area), Research Triangle Park, North Carolina.

Internet

www.employeeexpress.gov

Human Resources Information and Benefits System (HRIBS)

HRIBS is an application that enables employees to get quick, up-to-date access to current and year-to-date pay and personnel information from home or office. HRIBS is a Web-based system that is available virtually 24 hours a day. To access this system, employees will need a PIN and access to the Internet. To receive a PIN, please contact the NIAID, HRIBS Coordinator at 301-402-0957.

With HRIBS, employees can get the following information:

- Current and year-to-date salary information
- Performance appraisal rating history
- Performance awards received history
- Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS) calculation program
- Thrift Savings Plan (TSP) account information
- Health and life insurance coverage
- Annual and sick leave account balances.

To access HRIBS, log onto the Internet using a Web browser and open URL: silk.nih.gov/hribs/niaid.



Benefits Coverage

| Type of Appointment (Full- or Part-Time) | Permanent | Earn Annual and Sick Leave | Eligible for Health Benefits | Eligible for Life Insurance | Eligible for Retirement Program | Eligible for Step Increases** |
|--|-----------|----------------------------|------------------------------|-----------------------------|---------------------------------|-------------------------------|
| Career-Conditional | Yes | Yes | Yes | Yes | Yes | Yes |
| Career | Yes | Yes | Yes | Yes | Yes | Yes |
| Temporary | No | Yes | No/Yes* | No/Yes* | No/Yes* | No/Yes* |
| Excepted | No | Yes | No/Yes* | No/Yes* | No/Yes* | No |
| Term | No | Yes | No/Yes* | No/Yes* | No/Yes* | No/Yes* |

*If appointment is longer than 12 months

**See Section 6 Personnel Information: Pay

Leave

Employees whose appointments are for 90 calendar days or longer will earn annual and sick leave. Leave accrues from the first day of the appointment. Employees are responsible for planning, applying for, and getting approval in advance from the designated leave-approving official for all anticipated annual leave, sick leave, or leave without pay (LWOP). Employees on an intermittent work schedule (i.e., without a prearranged tour of duty) do not earn annual or sick leave.

Annual Leave

All full-time Federal employees earn leave according to the following schedule (based on an 80-hour pay period):

| Years of Service | Leave Category |
|------------------|---|
| < 3 | 4—Earns 4 hours per pay period (13 days per year) |
| 3 - 15 | 6—Earns 6 hours per pay period (20 days per year) |
| >15 | 8—Earns 8 hours per pay period (26 days per year) |

Employees may use their annual leave for vacation, illness, or personal reasons.

Annual leave for part-time employees is prorated based upon the actual number of hours worked. For example, a part-time employee in leave category 4 will earn 1 hour of annual leave for every 20 hours worked.

Employees may accrue up to 240 hours of annual leave to carry over to the next leave year. When employees leave the Federal Government, they will receive lump sum payments for any accrued annual leave.

Sick Leave

All full-time employees earn 4 hours of sick leave every pay period, for a total of 13 days a year. Part-time employees earn sick leave at the rate of 1 hour for every 20 hours worked. There is no limit on sick leave accumulation. Sick leave may be used when employees are absent because of medical examination, illness, maternity, or medical treatment for self or family members (see “Family Friendly Leave Act” and the “Family and Medical Leave Act” below). Sick leave cannot be used as annual leave. Employees who leave the Government and are later rehired will have their sick leave re-credited.

LWOP

LWOP is approved absence without pay. It may be granted at the discretion of the leave-approving official. LWOP is normally requested when paid leave (i.e., sick leave or annual leave) has been exhausted. Since extensive use of LWOP can have an effect on an employee's

within-grade increase, probationary period, career status, and benefits, it should be requested sparingly.

Family Friendly Leave Act (FFLA)

The FFLA allows employees to use up to 104 hours of sick leave within a leave year to provide care for a family member as a result of physical or mental illness, injury, pregnancy, or childbirth; for medical, dental, or optical examinations or treatments; or to make arrangements necessitated by the death of a family member or to attend the funeral of a family member.

Family and Medical Leave Act (FMLA)

The National Institutes of Health (NIH) policy is to grant up to 12 weeks of unpaid leave within a 12-month period for employees to attend to the health conditions of themselves or their family members. This leave may be requested for one or more of the following reasons:

- 1) Birth of an employee's child and care of that child
- 2) Placement of a child with the employee for adoption or foster care
- 3) Care of an employee's spouse, child, or parent with a serious health condition
- 4) Serious health condition of the employee which causes the employee to be unable to perform the functions of the position.

These apply to male and female employees, and each is entitled to the 12 weeks of leave. Unpaid leave requested by an employee who meets the criteria for leave and has complied with the FMLA requirements *may not be denied*. Annual leave or sick leave may be substituted for unpaid leave as appropriate.

Voluntary Leave Transfer Program (VLTP)

The VLTP allows unused annual leave of one Federal employee to be transferred to another Federal employee who needs it because of a medical or family medical emergency. Appropriate approvals must

be obtained before leave can be transferred.

Other Leave

Military leave, leave for jury duty, and other leave may be granted according to the circumstances.

Health Insurance

Full- and part-time career or career-conditional employees and employees with temporary appointments of longer than a year are eligible, but not obligated, to enroll in the Federal Employees Health Benefits Program (FEHBP). New employees have 60 days from the effective date of their appointment to enroll in the FEHBP. Enrollment becomes effective on the first day of the pay period after the employee enters the pay status and the personnel office receives the registration form (standard form [SF] 2809).

The cost of health insurance is shared between the Federal Government and the employee. For part-time employees, the Government's share of the health insurance contribution is prorated. Consequently, part-time employees are responsible for paying the employee's share of the premium PLUS a prorated portion of the Government's contribution dependent on the number of hours worked per pay period. If employees transfer to another agency, their health benefits transfer with them. Employees may convert to a private plan if they resign.

Employees serving on a temporary appointment of 1 year or less and who have completed 1 year of current, continuous employment, excluding any break in service of 5 days or less, are eligible to enroll in FEHBP. Employees whose initial appointments are limited to 1 year or less or who work an intermittent work schedule are not eligible to enroll.

Employees may choose among several health insurance plans. They include well-known national plans (such as Blue Cross/Blue Shield), prepaid group medical plans called

health maintenance organizations, and plans sponsored by unions and employee associations (e.g., National Association of Postal Supervisors).

Every eligible employee has the right to enroll in a plan of his or her choosing, or not to enroll at all. Employees who are enrolled may change their enrollment only when one of the following events occurs:

- Open season (usually starts the second week of November and ends the first week in December)
- Change in marital status
- Loss of coverage as a family member under FEHBP
- Loss of coverage under spouse's non-Federal health plan if spouse involuntarily loses coverage for self or dependents.

Changes from self and family to self-only may be made at any time.

If the employee did not enroll at the time of the initial appointment, he or she will be able to enroll only when one of the events cited above occurs.

Immediate family members (husband, wife, and children) are normally eligible for coverage. Children are not covered after they marry or reach age 22 (unless they are severely handicapped and incapable of self-support, in which case they may be eligible at any age). Other circumstances may exist that would allow coverage of dependent children. Plans cannot exclude employees who have pre-existing medical conditions at the time of enrollment.

Life Insurance

Full- or part-time career or career-conditional employees and employees with temporary appointments of longer than 1 year are eligible, but not obligated, to enroll in the Federal Employees' Group Life Insurance (FEGLI) program. FEGLI is a term insurance policy. New employees have 31 calendar days from the

date of their appointment to purchase insurance. Enrollment becomes effective on the first day in pay and duty status after the Office of Human Resources Management (OHRM) receives the registration form (SF 2817). Deductions begin with the pay period for which coverage begins.

The cost of life insurance is shared between the Federal Government and the employee. If employees transfer to another agency, their FEGLI coverage will transfer with them. Employees may convert to a private plan if they resign.

If employees wish to enroll in the FEGLI program after the 31 calendar-day period, they must wait 1 year from the time of waiver and complete a physical examination at their own expense. The application must be submitted and approved by the Office of Federal Employees Group Life Insurance before coverage can be obtained.

Basic life is available to all employees as well as three options, as described below.

Basic Life

Eligible employees are automatically covered at the time of initial appointment unless they waive coverage. Basic Life includes the following:

- Life insurance coverage is equal to the actual rate of the employee's annual basic pay (rounded up to the next \$1,000) plus \$2,000, or \$10,000, whichever is greater.
- Extra benefit - Double life-insurance benefits until age 36, decreasing at 10 percent per year until age 45, at which time the coverage will end.
- Accidental Death and Dismemberment (AD&D) coverage. The extra benefit statement does not apply to AD&D.

For full-time employees, the cost and amount of coverage are based on the employee's annual basic pay. For part-time employees, the cost and amount of coverage are based on the employee's actual base pay earned annually as determined by the employee's established tour of duty.

In addition, an employee is eligible to elect up to three of the options described below. An employee must elect Basic Life to be eligible for the options.

Option A - Standard

- Life insurance coverage of \$10,000
- AD&D coverage of \$10,000.

Option B - Additional

- Employees may choose coverage equal to 1, 2, 3, 4, or 5 times their actual rate of annual basic pay (after basic pay is rounded up to the next \$1,000).

Option C - Family

- Employees may choose coverage equal to 1, 2, 3, 4, or 5 times the basic amount of \$5,000 for spouse and \$2,500 for each eligible dependent or foster child.

Retirement Programs

Employees on career or career-conditional appointments are eligible for retirement coverage. Employees on temporary appointments of 12 months or less are not eligible for retirement coverage; however, they must contribute to Social Security. All employees who are noncitizens on an H-1B, O-1, or TN, or who are permanent residents, are eligible for retirement coverage provided their appointments are for longer than 12 months.

Civil Service Retirement System (CSRS)

Employees hired on a career or career-conditional appointment (and on certain long-term temporary appointments) prior to January 1, 1984, are covered by the CSRS. The amount of annuity payable upon retirement is directly related to the earnings and years of service of the individual employee. Employees in CSRS do not pay into Social Security, but may earn Social Security benefits based upon other employment. Employees may increase their annuities by contributing up to 5 percent of their basic pay by electing to participate in the Thrift Savings Plan (TSP).

Voluntary Retirement

Contributions. Voluntary contributions are payments made in addition to the regular retirement deductions

taken from an employee's pay. Employees are eligible to make voluntary contributions to CSRS up to 10 percent of their basic pay earned in the course of their Federal career. To enroll, the employee must make any necessary deposit(s) or redeposit(s) for nondeduction or refunded service and complete SF 2804, Application to Make Voluntary Contributions. Payment(s) may be submitted to the Office of Personnel Management (OPM) after OPM determines eligibility and sends deposit slips to the employee.

CSRS Offset

CSRS Offset employees are those who were rehired after January 1, 1984, after more than a 1-year break in service, and who had more than 5 years of civilian service as of January 1, 1987. CSRS Offset employees must pay Social Security and, therefore, can never return to the CSRS. Employees have the choice of remaining in CSRS Offset or transferring to the Federal Employees Retirement System (FERS). Employees will be given 6 months from the date of rehire to make the transfer decision. Employees choosing to transfer to FERS may not return to CSRS even if they again leave the Government and return later. Regardless of whether employees remain in the CSRS Offset or transfer to FERS, they may increase their annuity if they elect to participate in the TSP by contributing up to 5 percent of their basic pay. CSRS Offset employees are also eligible to make voluntary retirement contributions as described above.

FERS

FERS employees are those first hired on a career or career-conditional appointment after December 31, 1983, or rehired after more than a 1-year break in service and who have less than 5 years of civilian CSRS creditable service as of December 31, 1986. FERS is a three-tiered retirement plan. The three components are:

- Social Security
- Basic annuity
- TSP.

Social Security. Social Security has three cash benefit components: a retirement program, a disability and survivor benefits program, and a health insurance aspect called Medicare. As a contributor to Social Security, an employee is eligible to apply for these benefits when appropriate.

Basic Annuity. Basic annuity provides a guaranteed specific monthly payment starting at retirement and payable for life, based on years of service and salary. Under FERS, the basic annuity is considerably less than under CSRS or CSRS Offset. For this reason, the TSP is more critical for FERS employees than for CSRS and CSRS Offset employees.

TSP. FERS employees may contribute up to 10 percent of their basic pay to TSP. TSP is a retirement savings and investment plan for Federal employees. TSP offers FERS employees the following:

- Before-tax savings and tax-deferred investment earnings
- Agency automatic (1 percent) contributions
- Agency matching contributions
- Immediate vesting in the employee's own contributions, agency matching contributions, and the earnings on both.

Employees who wish to participate in the TSP must complete TSP Form 1 and return it to the OHRM during "open season." There are two open seasons for TSP each year – May 15 through July 31 and November 15 through January 31.

The amount contributed is deducted from gross income for tax purposes. The Government will match up to 5 percent, including the agency automatic contribution.

Designation of Beneficiaries

The standard order of precedence for retirement, TSP, life insurance, and unpaid compensation (final paycheck and accrued annual leave) benefits is spouse; children (in equal shares); parents (in equal

shares); employee's estate; next of kin. Employees who wish to designate an alternative order of precedence must complete a Designation of Beneficiary Form for each benefit.

Holidays

There are 10 paid Federal holidays each calendar year (employees on an intermittent work schedule do not receive pay for Federal holidays). Employees receive premium pay for work performed on a holiday during an employee's regularly scheduled tour of duty. The rate of pay varies with the hours worked and the type of appointment.

Workers' Compensation

Federal employees are entitled to benefits provided by the Department of Labor's Workers' Compensation Program, which compensates employees who have sustained a work-related injury/illness. Research fellows, consultants, commissioned officers, contract personnel, students insured through their universities, and guest workers are ineligible.

Employees who sustain a work-related injury or illness should report the incident to their supervisor immediately.

Awards

NIAID's incentive award program rewards employees whose contributions and achievements are deserving of recognition. There are two categories of recognition: monetary and nonmonetary.

Monetary Recognition

This category includes Special Act or Service Awards, On-the-Spot Awards, Quality Step Increases, Invention Awards, Staff Recognition Awards, and Suggestion Awards.

Special Act or Service Award.

This award recognizes significant one-time contributions of an employee or group of employees in the public interest in connection with or related to official employment. (Examples of such contributions may be exceptional participation or leadership on a project, detail, or regular or special assignment; overcoming

unusual difficulties; or showing extraordinary creativity in meeting an objective.)

On-the-Spot (OTS) Award. This award recognizes an employee or group of employees for their day-to-day extra efforts and contributions.

Quality Step Increase (QSI). This award recognizes excellence in performance by granting faster than normal step increases. An employee may be nominated for and receive a QSI at any time during the year; however, an employee may receive only one QSI in a 52-week period. Employees must have a current performance rating at the Acceptable level under the NIH Employee Performance Appraisal System.

Invention Award. This award recognizes an employee or group of employees for the development of a new and useful apparatus or process that is (or may be) patentable and has value to the NIH.

Staff Recognition Award. This award recognizes an employee or group of employees for exemplary accomplishment of their duties.

Suggestion Award. This award provides recognition for an idea, submitted in writing by an individual or group of employees, that identifies a specific need and proposes a course of action for improvement to the economy, efficiency, and effectiveness of agency programs.

Nonmonetary Recognition

This category includes Department of Health and Human Services (DHHS), NIH, and NIAID Honor Awards, Length of Service Recognition, and Retirement Recognition, as well as other forms of informal recognition.

Training and Educational Opportunities

Employees are eligible to participate in Government-sponsored and other training programs within the limits of available resources. Authorization for training is based on assessment of the potential for improving the employee's job performance and the consequent benefit to the Government.

The Department of Health and Human Services earnings and leave statement is divided into eight major parts: remarks, itemized earnings and deductions, salary, other pay information, leave, other leave information, a name and address block, and an identifying information section. Following is an explanation of each part.

Remarks

This section provides informational messages, such as changes to an employee's salary or changes to any of the pay fields. Examples of some of the pay fields are taxes, life insurance, health benefits, and retirement. The sample pay slip shows a message about the Combined Federal Campaign (CFC). Examples of other messages are bond drives and requests for blood donations.

Itemized Earnings and Deductions

This section lists applicable earnings and deductions for each pay period. Once an employee has one of the earnings or deductions, it will continue to show under the heading *earnings* or *deductions* throughout the calendar year. For example: The first pay period an employee works overtime, the overtime hours show under *earnings*. If the employee does not work overtime again for the remainder of the year, the word "overtime" continues to show under *earnings*. This is also true for *deductions*. If an employee elected health benefits and, subsequently, canceled the deduction, the words "health benefits" will continue to show under *deductions*. An examination of the sample pay slip shows that Edith Employee did not work overtime during the current pay period, but one can tell the employee worked overtime earlier in the year because of the \$159.36 listed under

YTD (year-to-date) *salary*. The following may appear in this section of the pay slip:

Earnings

Base

Overtime

Night differential (typically given to employees who do shift-work)

Sunday differential (typically given to employees who do shift-work)

Holiday

Uniform allowance (for example, a nurse providing patient care might receive this)

Cash award

Cost-of-living allowance

Gross

Deductions

Retirement

FICA

Federal tax

State tax

Health benefits

Life insurance

Allotments

In the example, additional information for certain deductions is entered next to the respective deduction (e.g., next to Federal tax, marital status is indicated by an "S" for single or an "M" for married and is followed by the number of exemptions; next to health benefits is a code identifying the selected program; and next to life insurance is the appropriate code regarding eligibility). Common life insurance codes are A=ineligible, B=waived, and C=basic. Under *hours* is shown the number of hours worked for the current pay period for each applicable category under *earnings*.

The notation "net check to bank" appears on the statement to indicate that the employee's pay goes to the employee's designated financial institution.

Salary

This section details the dollar amounts (current, adjusted, and year-to-date) associated with the information under *itemized earnings and deductions*. As explained under *itemized earnings and deductions*, once an employee has one of the earnings or deductions, the dollar value associated with the earning or deduction continues to show under YTD throughout the calendar year.

Other Pay Information

This section is used primarily to record retirement and Thrift Savings Plan (TSP) information. It includes the cumulative amount contributed to an employee's Federal Employee Retirement System (FERS) retirement plan. The TSP account information identifies the type of fund (e.g., Government securities, fixed income, or common stock) to which the employee is making contributions and, if applicable, the amount being contributed by the Government. It also indicates the YTD amount deducted to repay a Thrift loan. However, this column does not provide cumulative information for TSP contributions. The cumulative information is provided to the employee biannually by the National Finance Center.

Leave

Leave such as annual, sick, and compensatory time will appear here. Leave without pay (LWOP) and absence without leave (AWOL) are printed as separate line items. Court leave and administrative leave appear combined under administrative leave (ADMIN). Only those leave fields that apply to an individual now or at some time during the calendar year will be displayed. The sample pay slip shows the 8 hours of annual leave Edith Employee used during this pay period, as well as the amounts of annual and sick leave

that the employee earned (*earned YTD*) and used (*used YTD*) this year and the employee's current balance. The employee was not on administrative leave during this pay period, although some was used previously, as shown in the *used YTD* column.

Other Leave Information

This section includes the employee's service computation date (SCD), leave category (LV. CAT), maximum carryover hours (MAX. C/O), and use

or lose hours. All but the use or lose hours are shown on the sample pay slip.

Name and Address

This block includes the employee's name. The employee's address is not included for privacy reasons.

Identifying Information

This section includes the employee's Social Security number, grade and step, pay plan, base or annual

salary, hourly rate, the pay period ending date (PPE), timekeeper number, terminal identification number (which is associated with an employee's personnel office), CAN (payroll accounting number), and permanent/temporary code. (Code 1 means permanent full-time; code 2 means temporary full-time; code 3 means part-time; and code 4 indicates intermittent.)

Sample Pay Slip

| DEPARTMENT OF HEALTH AND HUMAN SERVICES EARNINGS AND LEAVE STATEMENT | | | | | | | | | |
|---|----------------------------------|--------------|--------------|----------------|----------|---|------------------------|--|--|
| <div>REMARKS:</div> <div>GIVE NOW TO CFC THROUGH PAYROLL DEDUCTION - SOMEONE IS WAITING</div> | | | | | | | | | |
| ITEMIZED EARNINGS AND DEDUCTIONS | | | | SALARY | | | OTHER PAY INFORMATION | | |
| | | HOURS | CURRENT | ADJUSTED | YTD | CUMULATIVE RETIREMENT | | | |
| EARNINGS | | | | | | | | | |
| BASE | | 80.00 | 1229.60 | | 17214.40 | FERS: | 161.84 | | |
| OVERTIME | | | | | 159.36 | | | | |
| NIGHT DIFF | | 80.00 | 123.20 | | 982.52 | CURRENT YEAR THRIFT | | | |
| SUNDAY DIFF | | | | | 215.04 | | | | |
| HOLIDAY | | 8.00 | 122.96 | | 122.96 | EMPLOYER BASIC | | | |
| UNIFORM ALLOWANCE | | | 4.80 | | 67.20 | GOVT. SEC.: | 12.30 | | |
| GROSS | | | 1475.76 | | 18694.28 | | | | |
| DEDUCTIONS | | | | | | | | | |
| RETIREMENT (FERS) | | | 11.56 | | 161.84 | | | | |
| FICA | | | 110.83 | | 1403.94 | | | | |
| FEDERAL TAX (M-00) | | | 231.62 | | 2704.49 | | | | |
| STATE TAX (MD S-01) | | | 98.28 | | 1080.33 | | | | |
| HEALTH BENEFITS (CODE AR1) | | | 8.74 | | 113.62 | | | | |
| LIFE INSURANCE (CODE C) | | | 6.48 | | 90.72 | | | | |
| ALLOTMENT 1 | | | 200.00 | | 1800.00 | | | | |
| NET CHECK TO BANK | | | 813.05 | | 11406.54 | | | | |
| LEAVE | TYPE OF LEAVE | USED THIS PP | PRIOR YR BAL | EARNED YTD | ADVANCED | USED YTD | CURRENT BALANCE | OTHER LEAVE INFORMATION | |
| | ANNUAL SICK COMP. ADMIN | 8.00 | | 56.00 56.00 | | 26.00 16.00 | 30.00 56.00 1.00 | SCD: 04-10-88 LV. CAT: 4 MAX. C/O: 240.00 | |
| EDITH EMPLOYEE | | | | | | GRADE/STEP: 9-6 PAY PLAN: GS BASE SAL: 32075 HR. RATE: 15.37 | | PPE: 10-22-88 TIMEKEEPER: 10211 TERMINAL: 39 CAN: 98327367 PERM/TEMP CODE: 1 | |

Conduct on the Job

Employees of the Federal Government must conform to the highest standards of ethical conduct and are judged not only by their official actions and conduct, but also by their personal activities when they are work related. Employees must become familiar with the standards of conduct maintained within the Federal Government and the Department of Health and Human Services (DHHS) and must exercise judgment to avoid misconduct or conflict of interest situations.

Use of Telephones, Computers, Fax Machines, and Copying Machines

Government telephones, computers, fax machines, and copying machines are for official business. Personal calls should be minimized and kept brief. Long distance calls should be charged to the employee's home phone or credit card.



Smoke-Free Policy

The National Institutes of Health (NIH) maintains a smoke-free environment. Smoking is prohibited in all NIH buildings.

Smoking cessation information is offered through the Employee Assistance Program (EAP) at 301-496-3164.

Alcohol and Drugs

Use of alcohol or drugs on the NIH campus or within NIH facilities is prohibited. EAP provides comprehensive and confidential counseling on alcohol and drug dependency and will refer employees to private treatment programs upon request. For assistance, call 301-496-3164.

Firearms

The possession of firearms on the NIH campus and in NIH buildings is prohibited.

Employees are responsible for protecting themselves and their work, which is critical to creating and maintaining a secure work environment. Remember, what employees do (or don't do) has a direct impact on security!

Identification Cards

All National Institutes of Health (NIH) employees are required to have an NIH/Health and Human Services (HHS) identification (ID) card (HHS 576) and are required to display the ID card while on the NIH campus, in NIH buildings, or in leased facilities. Information to obtain ID cards will be provided to new employees by the Office of Human Resources Management/National Institute of Allergy and Infectious Diseases (OHRM/NIAID) or to current employees by their administrative office. The ID card promotes security in the various NIH buildings by ensuring that only NIH staff and authorized workers and visitors gain access to work areas within NIH.

Employees are responsible for safeguarding ID cards. ID cards are the property of the U.S. Government. When an ID card is lost or stolen, the employee must immediately notify the Administrative Officer, who will report it and arrange for a replacement ID card. When employees leave NIAID, they must surrender their ID cards to their administrative office.

Emergency and Nonemergency Assistance at NIH

NIH Police operate 24 hours a day. Crimes or incidents occurring on campus are to be reported to the NIH Police. Occurrences at all off-campus facilities are to be reported to the Montgomery County Police. (See the table on this page.)

Emergency Blue Light Telephones are located throughout the campus and are to be used in the event of an emergency. These phones, which ring directly to the NIH Police, are for emergencies only.

Police Escort Service is available to persons who are parked on campus during hours of darkness after the NIH shuttle buses stop operating.

Computer Security

Almost all employees at NIAID and NIH use computers to some degree, and for many, computers are essential to their work. The Computer Security Act requires that all U. S. Government personnel who use computers as part of their work activities complete training on computer security awareness. Employees must take personal responsibility for protecting computers and sensitive information in applications and critical data processing capabilities such as facilities, computers, networks, and applications.

| Emergency | On-Campus | Off-Campus |
|---|--------------|--------------|
| Fire/Ambulance | 911 | 9-911 |
| Police (Report Crime/Life Threatening Situation/Personal Injury or Accident) | 911 | 9-911 |
| Chemical/Biological | 911 | 9-911 |
| Maintenance/Engineering | 108 | 301-402-0874 |
| TDY | 301-496-0063 | |
| Nonemergency | Phone No. | |
| NIH Fire Department | 301-496-2372 | |
| NIH Police (Report Crime or Threat Not in Progress/Noninjury Accident) | 301-496-5685 | |
| Engineering Services | 301-496-4895 | |
| Escort Service | 301-496-5685 | |
| Occupational Medical Service | 301-496-4411 | |

11 National Institutes of Health (NIH) Information and Personal Services

National Institute of Allergy and Infectious Diseases (NIAID) Network/Computer Training

NIAID offers a variety of training sessions for network users including Introduction to the NIAID Network, E-mail, Word Processing, Spreadsheet, Computer Graphics, and Use of the Internet. Users are encouraged to avail themselves of these opportunities. There is also a program of seminars to focus on selected topics. These seminars will introduce new developments, specialized functions, and other needed information. Custom training can be arranged through the Office of Technology Information Systems. Training is conveniently available in NIAID's Training Centers in Building 31 and the Solar Building. Schedules are available from network administrators or on hall poster racks. The "Public Folders" (E-mail) contain the latest schedules and instructions for registration.

Work and Family Life Center

The NIH Work and Family Life Center provides resources to help employees balance the increasing demands of the workplace, career interests, and family responsibilities. Services include:

- Resource Library
- Computer Resources
- Benefits Counseling
- Career Management Consultation.

The Center is open Monday through Friday from 8:30 a.m. to 5:00 p.m. and is located in Building 31, Room B3C15.

On-Campus Work Center

The NIH On-Campus Work Center provides a facility and resources for employees whose offices are located off campus and who need a temporary work site when visiting the NIH campus. These employees may return phone calls, check E-mail, and conduct other types of office work.

Libraries

The National Institutes of Health Library, located in Building 10, Room 1L25, is a self-service, open-stack medical library with a collection of 276,500 volumes. It receives 3,000 monographs and 3,650 journal sub-

scriptions a year. Library services include computer searches of the literature and translations. A library card is required to take out items and can be obtained at the library. Hours of operation are Monday through Thursday, 7:45 a.m. to 10 p.m.; Friday, 7:45 a.m. to 6 p.m.; Saturday (limited service), 8:30 a.m. to 6 p.m.; and Sunday and most holidays (limited service), 1 p.m. to 5 p.m.

The National Library of Medicine (NLM) is also located on the NIH campus in Building 38. This is the most complete medical research library in the world; its holdings exceed 3 million items — books, journals, theses, pamphlets, prints, and microfilms. The library is open to the public. Winter hours of operation are Monday, Tuesday, Wednesday, and Friday, 8:30 a.m. to 5 p.m.; Thursday, 8:30 a.m. to



9 p.m.; and Saturday, 8:30 a.m. to 12:30 p.m. Summer hours of operation are Monday through Friday, 8:30 a.m. to 5 p.m. and Saturday, 8:30 a.m. to 12:30 p.m.

Housing Assistance — Washington Metropolitan Area

Housing lists are available on the Internet at www.recgov.org/housing/housing.html. This list contains rooms for rent in private homes, apartments and houses to share, apartments and houses to rent (non-commercial), and temporary furnished housing. Housing information is also provided on public bulletin boards located in many of the NIH buildings.

Bulletin Boards

Bulletin boards are available in many NIH buildings to advertise personal property and items for sale or rent.

Telephone Directory

The NIH telephone book provides information on a wide variety of topics including a personnel listing of NIH employees, an organizational listing for each NIH Institute and Center (IC), and information on general NIH services.

The NIH Record

The *NIH Record* is published every 2 weeks for employees and includes scientific and other articles of interest from the NIH ICs.

Calendar of Events

The NIH Calendar of Events ("yellow sheet") is published weekly for

employees and lists seminars, lectures, meetings at NIH, and other events of professional interest.

Occupational Medical Service (OMS)

The NIH OMS provides a variety of health care services to NIH employees. Nonemployees may be seen on an emergency basis. There are three health unit locations for NIH:

Main Health Unit

Building 10, 6th Floor Clinic
301-496-4411
Monday through Friday
7:30 a.m. to 10 p.m.

Auxiliary Health Units

Rockledge Building 1, Room 5054
301-435-0099
Monday, Wednesday, Friday
7:30 a.m. to 4 p.m.
Tuesday
7:30 a.m. to 2:15 p.m.
Thursday
Closed

Building 13, Room G904
301-496-9278
Morning:
Monday through Friday
7:30 a.m. to 12 p.m. (noon)
Afternoon:
Wednesday through Friday
1 p.m. to 4 p.m.
Tuesday
1 p.m. to 2:15 p.m.

Specific services include the following:

- Care for work-related illness or injury

- Referrals to community medical resources
- Pre-employment physicals and periodic hazard-specific surveillance examinations
- Preventive health programs, e.g., blood pressure screening/monitoring, routine immunizations
- Administration of allergy injections prescribed by employee's doctor
- Counseling for problems affecting employee work performance and personal life
- Cardiopulmonary resuscitation (CPR) instruction and certification.

Emergency Care

On the NIH Campus (outside Building 10), call 911, the NIH Fire Department Rescue Squad, for emergency assistance and transportation.

In Building 10, dial 111 for Clinical Center Code Blue.

Injuries involving body fluids suspected of being contaminated with a retrovirus such as HIV-1 or HTLV-1 should be reported as soon as possible to the OMS. In the event that an exposure involving a retrovirus (e.g., HIV-1, HTLV-1) occurs over a weekend or a holiday, employees should contact the telephone operator (301-496-4567) and provide their name, phone number, and supervisor's name. Employees will be

contacted directly by an OMS physician.

In NIH off-site buildings, call 9-911 for the Community Rescue Squad.

Lost and Found

The Lost and Found is located in the NIH Police Office, Building 31, Room B3B17, and the NLM Police Office, Building 38, Room A37.

Cafeterias

Cafeterias/food services are located in Buildings 1, 10, 12-B, 31, 35, 38A, 45, Rockledge 2, and Executive Plaza South. A Building 10 cafeteria provides services evenings and weekends.

Recreation and Welfare Association (R&W)

The NIH R&W is an organization designed to provide NIH employees with a variety of social, athletic, and philanthropic activities. The R&W operates stores in Building 10 (Room B1C06), 31 (Room B1W30), 38A (Room B1N07), Rockledge 1 (Room 122-D), and Executive Plaza South (Room 150C). These stores carry gift items, greeting cards, jewelry, candy, NIH T-shirts, and other miscellaneous items. Dry cleaning, shoe repair services, and video rentals are offered at a discount rate. R&W sponsors concerts and plays as well as 37 different sports clubs, including skiing, sailing, and various martial arts. R&W also provides discount tickets for area sporting events, movie theaters, and cultural events. A \$5 annual membership fee is required for use of

these services and can be purchased at any of the gift shops.

Postal Service

A “do-it-yourself” post office is located in Building 10 on the B1 level. There are stamp machines for single stamps, books of stamps, and postcards, as well as a change maker for dollar bills. Also available are a scale and rate-finder with complete directions for domestic rates and special services, a ZIP Code book, and mail slots for regular mail and large parcels. Collection is at 12:30 p.m. and 4:30 p.m., Monday through Friday. There are also mail boxes and stamp machines located throughout the NIH campus; collection times vary.

Travel Service

Ober-United Travel Agency is available to arrange travel, both official and personal. There are two locations: Building 31, Room B2B37, and Executive Plaza South, Room 150A.



Child Care

Parents of Preschoolers, Inc. (POPI) — 301-496-5144

POPI, Inc., is a preschool development program located on the campus. It is run by a parent-and-staff nonprofit corporation. Located in Building 35, the preschool serves 65 children of NIH employees, ranging in age from 2 to 5 years. The hours of operation are 7:30 a.m. to 6 p.m., Monday through Friday. The staff-to-child ratio is approximately 1:8. Breakfast, lunch, and an afternoon snack are served daily. Tuition is based on income and family size, and fees are on a sliding scale. POPI welcomes people of all races, ethnic backgrounds, and economic situations.

ChildKind — 301-496-8357

ChildKind is a parent co-op that provides child care for children ages 2 months to 3 years. Located in Building T-46, the program serves 33 children of NIH employees. The hours of operation are 7:30 a.m. to

6 p.m., Monday through Friday. The staff-to-child ratio ranges from 1:2 to 1:4, depending on the ages of the children. Tuition also varies with the age of the child.

Executive Child Development Center (ECDC) — 301-496-9411

ECDC has accredited preschool and kindergarten programs, before- and after-school programs, and a summer camp. ECDC provides professional day care services for children of NIH employees ages 6 weeks through 13 years. Hours of operation are 7:30 a.m. to 6 p.m., Monday through Friday. Tuition varies with the age of the child.

Credit Union

The NIH Federal Credit Union is a nonprofit financial cooperative owned by NIH employee members. Services are available at the credit union headquarters branch in Building 31, Room 1A08, and at teller service branches in Buildings 13 (Room 908G), Rockledge 2 (1st Floor, Room 110), and Executive Plaza South (Room 243). Deposits are insured up to \$100,000. A minimum deposit of \$25 is required to open an account.

Crestar Bank

A branch of the Crestar Bank is located on the B1 level of the Clinical Center (Building 10) adjacent to the cafeteria. This is a full-service bank that provides a check-cashing service for NIH employees. To cash a personal check, an employee must present identification and pay a small fee. The bank will exchange foreign currency for NIH employees, with some limits.

NIH Fitness Center

NIH has three fitness centers located in Buildings 31, T-39, and Rockledge 1 that provide members



with an opportunity to be involved in a total health maintenance program focused on cardiovascular endurance, muscular strength, and flexibility. The centers are operated through a cooperative agreement between the YMCA and R&W. Employees may participate in a variety of fitness classes. The center includes a weight room with more than 20 different pieces of equipment. The hours of operation are as follows:

Building 31, Room B4C18
Monday through Friday
5:45 a.m. to 8:45 p.m.
Saturday
9 a.m. to 3 p.m.

Building T-39
Monday through Friday
Lunch and evening classes

Rockledge 1
Monday through Friday
7 a.m. to 7 p.m.

FAES Bookstore

The Foundation for Advanced Education in the Sciences (FAES) operates a small bookstore located in the Clinical Center (Building 10), Room B1L101. The store stocks mostly scientific books, but has a small selection of popular books and will take special orders upon request.

Barber Shop and Beauty Shop

There are barber and beauty shops located in the Clinical Center (Building 10), Rooms B1C17 and B1C24, respectively. The barber and beauty shops are available to employees, patients, and visitors by appointment. During work hours, approval of leave is required. Hours of operation for the barber shop are 8:30 a.m. to 5 p.m., Monday through Friday; hours of operation for the beauty shop are 6:30 a.m. to 5 p.m., Monday through Friday.

12 Transportation

Employee Parking

All employees whose appointments are for longer than 120 days are entitled to obtain a National Institutes of Health (NIH) parking permit that enables them to park in general use parking lots around the campus and at noncampus buildings. To obtain an NIH permit, employees must take their NIH (or Public Health Service [PHS] for



Commissioned Corps officers) identification card, driver's license, and automobile registration to the NIH Parking Office. For information on obtaining a temporary or handicap permit, contact the Parking Office located in Building 31, Room B3B04.

Metro Buses and Subway

NIH employees have access to public transportation directly to the campus as well as to off-campus sites. Metrorail stations, served by the Red Line, provide access to National Institute of Allergy and Infectious Diseases buildings at Medical Center, White Flint, and Twinbrook stops.

The NIH Transhare Program

The NIH Transhare Program provides a monthly subsidy to employees who use public transportation including vanpools. The subsidy is available to all

NIH employees who are willing to surrender their right to an NIH parking permit. In addition, NIH is providing free parking by permit for those employees who commute from the Shady Grove Metro Station. Participants in this program may

request free transportation from work in the event of an emergency and may request a 1-day temporary parking permit up to 24 days per year. NIH employees interested in participation must submit a completed Form NIH-2705-1, NIH Transhare Program Application, to the parking office in Building 31, Room B3B04.

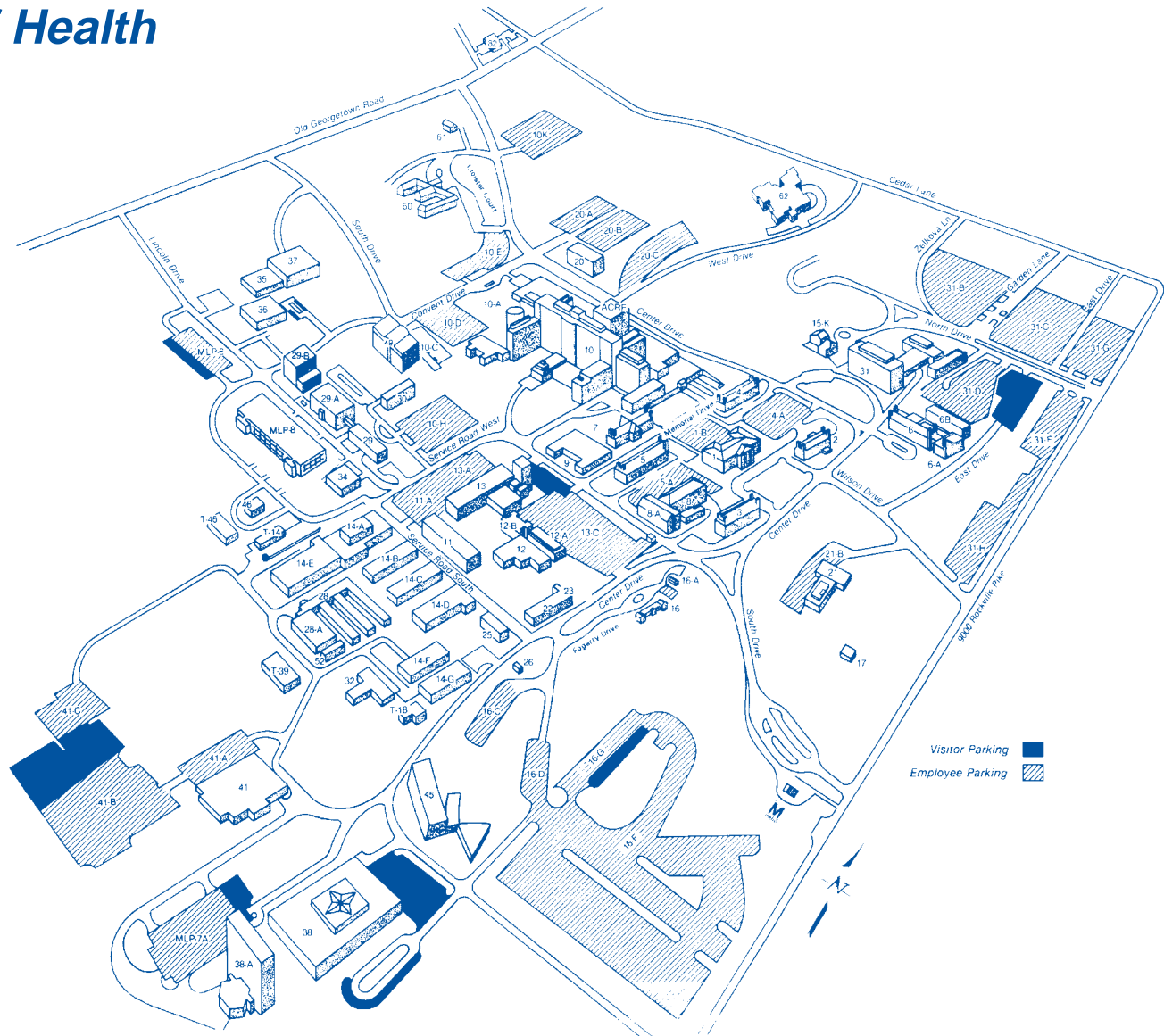
NIH Shuttle Service

NIH provides shuttle service throughout the campus and to off-campus locations. Copies of the most current shuttle schedules are available in the lobbies of many NIH on- and off-campus buildings and in the NIH phone directory. Shuttle service is also provided to off-campus parking sites located in Bethesda (on Elm Street) and Rockville (Shady Grove Metro and Mid-Pike Plaza).

Bicycles

Bicycle racks are located next to the B-Wing entrance of Building 31, in the parking garages on the P1 and P2 levels in the Clinical Center, behind the Clinical Center near the cafeteria, and at the main entrance to the Clinical Center.

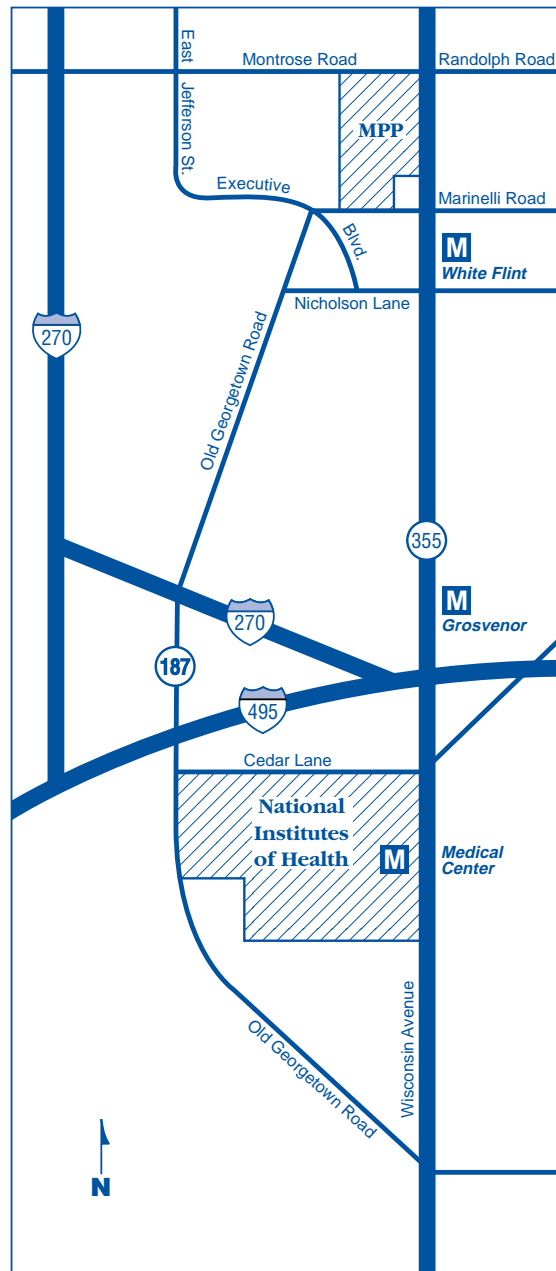
National Institutes of Health



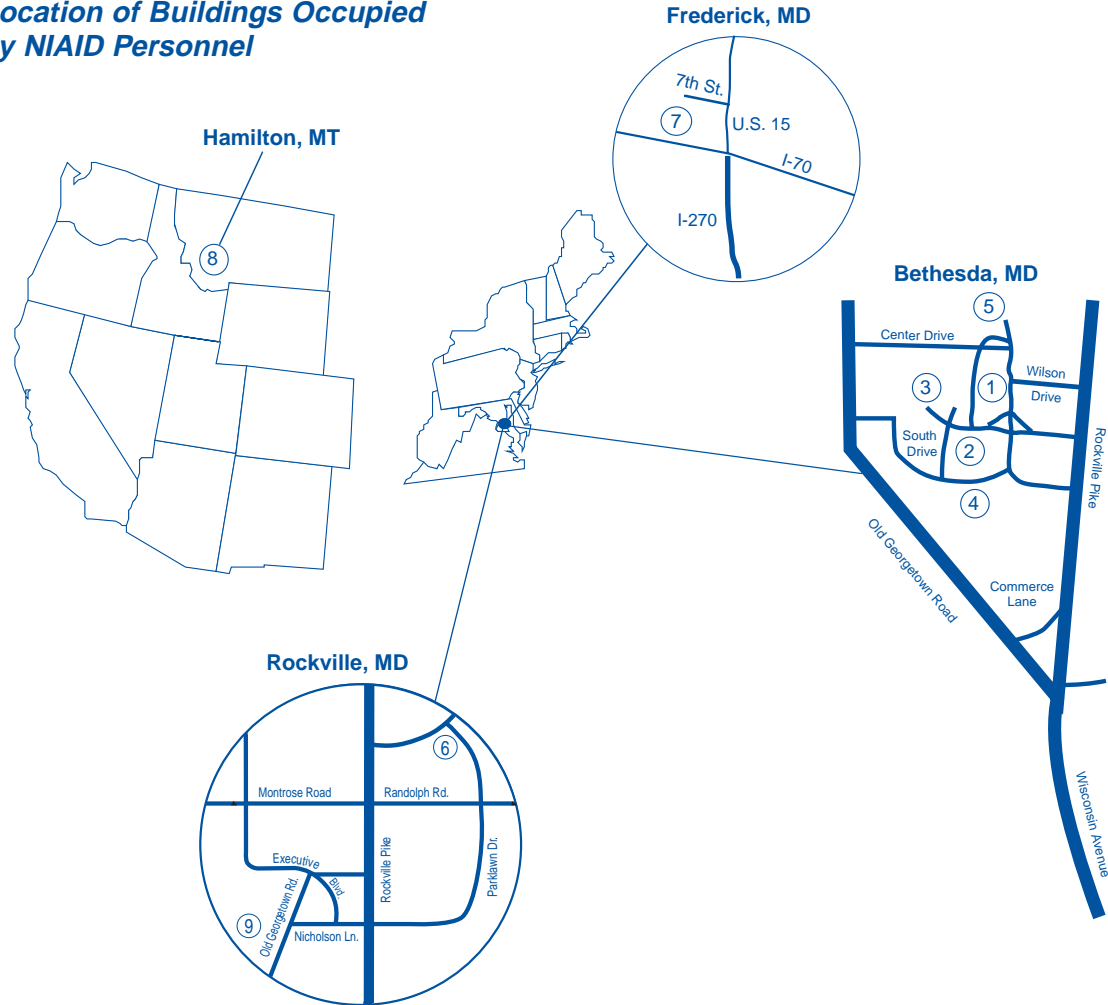
Key to NIH map

- 1 Administration; National Institute of Neurological Disorders and Stroke
- 3 National Heart, Lung, & Blood Institute
- 4 National Institute of Allergy & Infectious Diseases
- 5 National Institute of Diabetes and Digestive and Kidney Diseases
- 6 National Institute of Child Health & Human Development; National Eye Institute; National Institute of Diabetes and Digestive and Kidney Diseases; National Institute of Arthritis and Musculoskeletal and Skin Diseases
- 7 National Institute of Allergy & Infectious Diseases
- 8,8A National Institute of Diabetes and Digestive and Kidney Diseases
- 9 National Institute of Neurological Disorders and Stroke; National Eye Institute
- 10 Warren Grant Magnuson Clinical Center (Hospital and Clinic)
- 11 Boiler, Refrigeration & Incinerator Building
- 11A Incinerator Building
- 12 Division of Computer Research and Technology; Fire House; Garage
- 12A Division of Computer Research & Technology; Office of Research Services
- 12B Cafeteria
- 13 Supply Operations Br., Personal Property Br., Division of Logistics; Design & Construction Br., Facilities Engineering Br., Maintenance Engineering Br., Program Management Office, Materials Acquisition & Supply Br., Shops Br., Division of Engineering Services; Division of Safety; Biomedical Engineering & Instrumentation Program; Office of Research Services; Laundry, CC
- 14A,B,C,D,E,F,G,H Animal & Animal Feeding Building; Veterinary Resources Program; National Heart, Lung, & Blood Institute; National Cancer Institute; Center for Biologics Evaluation and Research; National Institute of Diabetes and Digestive and Kidney Diseases
- T14 Contractor Storage
- 15K Wilson House; National Institute of Mental Health
- 16,16A Fogarty International Center
- 17 Electrical Power Vault
- 18 Cell Biology and Metabolism Branch, National Institute of Child Health & Human Development
- 20 Apartment
- 21 Radiation Safety Branch, Division of Safety
- 22 Grounds Maintenance Building; Transportation
- 41 National Cancer Institute
- 45 Natcher Building; Office of the Director; National Institute of General Medical Sciences; National Institute of Arthritis and Musculoskeletal and Skin Diseases; National Institute of Diabetes and Digestive and Kidney Diseases; National Institute of Dental Research; Various Extramural Programs
- 46 PEPCO Substation
- T46 Childkind, Inc.
- 49 National Institute of Child Health & Human Development; National Institute of Neurological Disorders and Stroke; National Institute of Mental Health; National Eye Institute; National Institute of Dental Research; National Human Genome Research Institute
- 52 Electrical Power Unit
- 60 Mary Woodard Lasker Center for Health Research & Education (The Cloister)
- 61 Cottage
- 62 Children's Inn
- 82 R.A. Bloch International Cancer Information Center
- MLP6,7,8 Multi Level Parking

Metro stations serving NIH and NIAID



Location of Buildings Occupied by NIAID Personnel



- | | | |
|---|---|--|
| <p>1 Building 4 NIH Campus 4 Center Drive Bethesda, MD 20892</p> | <p>4 Building 14B-S NIH Campus 14 Service Road South Bethesda, MD 20892-5530</p> | <p>7 Frederick Cancer Research and Development Center Building 550 Ft. Detrick, MD 21702-1201</p> |
| <p>2 Building 7 NIH Campus 7 Center Drive Bethesda, MD 20892</p> | <p>5 Building 31 NIH Campus 31 Center Drive Bethesda, MD 20892-2520</p> | <p>8 Rocky Mountain Laboratories 903 South Fourth Street Hamilton, MT 59840-2999</p> |
| <p>3 Building 10 NIH Campus 10 Center Drive Bethesda, MD 20892</p> | <p>6 Twinbrook II Building 12441 Parklawn Drive Rockville, MD 20892-8180</p> | <p>9 6700B Rockledge Drive Bethesda, MD 20817</p> |

13 Equal Employment Opportunity

The National Institute of Allergy and Infectious Diseases (NIAID) is committed to equal employment opportunity (EEO) and the implementation of a strong affirmative action employment program without regard to race, sex, religion, color, national origin, age, disability, sexual orientation, or threat of reprisal.

The NIAID EEO Office manages a comprehensive and multifaceted EEO Program designed to ensure that all employees and applicants for employment are judged equally on the basis of merit in all employment decisions, including selection, promotion, training, awards, and discipline. The EEO Office advises NIAID's key leaders on the principles, practices, laws, regulations, and policies of Federal Equal Employment Opportunity, Affirmative Action, Civil Rights, and minority programs; ensures training for managers and employees on workplace diversity; and identifies a variety of approaches for the resolution of employee concerns. The EEO

Office has developed several affirmative action initiatives for NIAID which are described in the following paragraphs.

Introduction to Biomedical Research Program (IBRP)

IBRP supports and offers an intensive, 4-day orientation to the field of biomedical research to academically talented, underrepresented minority students from colleges and universities around the country. These students may apply for summer positions in NIAID's intramural research program to enhance their personal knowledge and understanding of biomedical research and to learn about the types of research positions in NIAID and the National Institutes of Health (NIH).

NIAID Minority Senior Scientists Advisory Committee (MINSAC)

MINSAC comprises minority principal investigators, other researchers, and NIAID program officials who advise the NIAID Director on issues



and concerns of the minority scientific community. MINSAC suggests ways in which NIAID might attract highly qualified minority candidates to its programs, as either employees or grantees.

NIAID Partnership Program

This program introduces young students from public and private schools in the Washington metropolitan area to biomedical research at NIAID and provides for student internships for eligible students.

NIAID Equal Employment Opportunity Advisory Committee (EEOAC)

EEOAC provides advice to the NIAID Director and, through the EEO Office, serves as liaison between the NIAID Director and all NIAID employees. EEOAC is composed of NIAID employees and includes representation from the Office of the Director, each of the extramural divisions, each of the intramural laboratories, and EEO

counselors. Employees from the Rocky Mountain Laboratories in Hamilton, Montana, are represented as a subcommittee of the EEOAC.

NIAID recognizes employees and groups of employees for their accomplishments in strengthening equal employment opportunities in NIAID through the EEO Special Achievement Awards Program. NIAID employees may also be recognized for their contributions to non-Federal EEO activities.

The EEO Office is responsible for promoting a work environment that practices equal opportunity and for identifying and eliminating discriminatory practices and policies. The EEO Office is also responsible for

managing NIAID's complaint program for aggrieved persons who believe they have experienced discrimination on the basis of race, sex, religion, color, national origin, age, disability, sexual orientation, or in retaliation for having participated in and/or opposed activities protected under various civil rights statutes. NIAID employees or job applicants who believe they have experienced discrimination may file an EEO complaint.

For more information on any of the above, employees may call the NIAID EEO Office at 301-496-1012 or 301-496-2938.

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